



DEPARTMENT OF THE ARMY
U.S. ARMY ORDNANCE MISSILE AND MUNITIONS CENTER AND SCHOOL
REDSTONE ARSENAL, ALABAMA 35897-6000

**REPLY TO
ATTENTION OF**

ATSK-CMT (600)

18 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 01-04, Prevention of Sexual Harassment (POSH)

1. Purpose. To establish the Commandant's POSH policy.
2. Reference. AR 600-20, 15 July 1999.
3. Applicability. To all personnel and organizational elements assigned or attached to the US Army Ordnance Missile and Munitions Center and School (OMMCS)/59th Ordnance Brigade. The following applies:
 - a. Sexual harassment is unacceptable conduct. There is "zero tolerance" of sexual harassment in this command.
 - b. Sexual harassment is defined in law and regulation as unwelcome sexual advances, requests for special favors, and other verbal or physical conduct of a sexual nature which is made a term or condition of a person's job, used as a basis for employment/career decisions affecting that person, creates a hostile or abusive environment, or interferes with the performance of a soldier or civilian.
 - c. Semi-annual POSH training is mandatory for military and civilian personnel in this command.
 - d. Commanders are responsible for a thorough investigation of allegations. Any allegations or incidents of sexual harassment (formal or informal) will be forwarded through the chain of command to the battalion commander within 24 hours of the allegation or incident.


Supersedes Policy Letter 01-10, Prevention of Sexual Harassment (POSH) Policy,
5 Mar 01

ATSK-CMT

SUBJECT: Policy Letter 01-04, Prevention of Sexual Harassment (POSH)

e. Individuals who perceive they are being sexually harassed need to make it clear that such behavior is offensive and will be reported to the appropriate authority if it continues. Be firm, clear, and specific about what is offensive. Individuals who do not feel they can personally confront someone who may be harassing them should seek the assistance of a supervisor or their EO representative.

3. Everyone is encouraged to use the complaint-resolution procedures to report violations. Persons using the complaint-resolution procedure will be treated in a fair and courteous manner, and as confidentially as possible. The registering of a complaint will not be used against an individual; nor will it have an adverse impact on the individual's employment status or career. Personnel may seek assistance from their EO Office or EEO office.



DAVID A. HAFELE
COL, OD
Commandant

DISTRIBUTION:

A